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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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May 10, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by amending bonus provisions and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to amend bonus provisions applicable to certain positions in the Department of Public Works and to implement results of classification studies in the departments of the Chief Executive Office, Fire, Health Services, Mental Health, and Public Health.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs (Attachment B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Deleted Represented Classifications

Six vacant and represented classes have been approved for deletion from their respective bargaining units by the Employee Relations Commission (Attachment A). Therefore, we recommend deleting these classes from the County's Classification Plan. Four of these class deletions are a result of elimination of the Office of Public Safety approved by your Board on August 24, 2010. Class deletions are consistent with the County's strategy to reduce the number of obsolete County classes in the Classification Plan. The affected departments have been informed of and have consented to the deletions.

Bonus Provision Amendment

This provision designates the class of Principal Engineer within the Department of Public Works' Land Development Division as eligible for the Land Surveyor License bonus based on holding valid licensure and duties requiring the direction and review of land surveying work. This revision also deletes the class of Assistant Deputy Director, Public Works as eligible for the land surveyor license bonus and the traffic engineer bonus under Section K of County Code 6.109.020.

Reclassifications

Based upon individual position studies conducted at the request of five departments, we recommend that 15 positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

FISCAL IMPACT/FINANCING

The projected budgeted annual costs for the 15 positions that will be reclassified is estimated to total \$84,356 (all funds). Please note there is a Net County savings estimated to be \$1,568. Cost increases associated with the compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,



WILLIAM T. FUJIOKA
Chief Executive Officer

WTF:BC:EFS
SJM:LR:KP:ra

Attachments (2)

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

ATTACHMENT A

REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
2836	Captain, Los Angeles County Police
2835	Lieutenant, Los Angeles County Police
2831	Officer Trainee, Los Angeles County Police
2518	Programmer Analyst Trainee
2834	Sergeant, Los Angeles County Police
2280	Yard Supervisor

RECOMMENDATIONS FOR POSITION RECLASSIFICATION**CHIEF EXECUTIVE OFFICER**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Program Specialist I, CEO Item No. 0815A NM 86D Non-Represented	Supply Officer I Item No. 2373A NM 83L Represented

The subject position's proposed assignment will be to oversee the Management Services Section in the Administrative Services Division. The position will report directly to an Administrative Services Manager III and will be responsible for the routine, emergency and complex purchases of equipment, services and supplies as well as soliciting and reviewing vendor bids and verifying lowest bidders.

The aforementioned duties are more consistent with those typically performed by the Supply Officer I class. Based on the proposed responsibilities, the high level of delegated purchasing authority granted the Chief Executive Office and the sensitive nature of the work performed, we recommend downward reclassification to Supply Officer I.

FIRE DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Administrative Bureau		
1	Data Control Clerk Item No. 2657A NMV 61L Represented	Intermediate Clerk Item No. 1138A NMV 61L Represented

The subject position is located within the Administrative Bureau and reports to a Senior Typist-Clerk. The position performs specialized clerical support to the Procurement Section by entering data into eCAPS for fuel orders, invoicing, resolving discrepancies with invoices, and filing. These duties are consistent with those typically performed by the Intermediate Clerk class. Therefore, we recommend a lateral reclassification to Intermediate Clerk.

FIRE DEPARTMENT (cont'd)

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Executive Bureau		
1	Intermediate Clerk Item No. 1138A NMV 61L Represented	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented

The subject position reports to a Departmental Personnel Technician and is located within the Executive Bureau where it provides specialized clerical support to the Return-to-Work coordinators. Specifically, it performs skilled typing of memos and associated workers' compensation correspondence requiring the regular use of computer keyboards and word processing systems.

The duties and responsibilities assigned to this position meet the standards of the Intermediate Typist-Clerk classification. By definition, the Intermediate Typist-Clerk requires skilled typing and performs specialized clerical work. Therefore, we recommend upward reclassification of this position.

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Health Hazardous Materials		
5	Data Conversion Equipment Operator II Item No. 2673 NMV 68E Represented	Senior Typist-Clerk Item No. 2216 NMV 67D Represented

The five subject positions are assigned to the Prevention Bureau's Health Hazardous Materials Division and report to higher-level section managers within the Administration Planning, Inspection, and Special Operations Sections, where they are responsible for providing specialized clerical support germane to the individual section. There are four (4) positions functioning within the Administrative Support Section and one (1) within the division's California Accidental Release Prevention (CalARP) Program.

FIRE DEPARTMENT (cont'd)

The positions are responsible for the provision of departmental quality control reports that require detailed extraction of client-related information, business, and service linkage from electronic data systems as well as generating spreads used for reporting program audits of responses to reported fires. Specifically, the positions develop the reports by utilizing the Hazardous Materials Information System and associated spreadsheet software which requires knowledge of hazardous materials-related codes.

The positions perform the more complex clerical duties requiring a highly-specialized knowledge of a particular function that are more consistent with the definition and class concept of Senior Typist-Clerk. By definition, positions allocated to Senior Typist-Clerk perform skilled typing work and highly-specialized clerical duties requiring a highly-specialized knowledge of a particular function with only general direction. Therefore, we recommend downward reclassification of these positions to Senior Typist-Clerk.

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Operations Bureau		
1	Intermediate Stenographer Item No. 2172A N2M 67D Represented	Senior Typist-Clerk Item No. 2216A NMV 67D Represented

The subject position is located within the North Regional Operations Bureau and reports to a Fire Captain. The position provides specialized clerical support and requires a working knowledge of the Bids and Transfer System, which is critical to this specialized assignment. Specifically, duties include processing bids and transfer request documentation for uniformed personnel. Additional duties include tracking emergency operations staff by entering and obtaining information utilizing the Employee Quickscan System, which is linked into each staff's Fire Station assignment and their assigned equipment. The position is also responsible for creating Word and Excel documents and spreadsheets and for preparing organizational charts to accompany reports of organizational structures and budget requests.

These duties are consistent with those typically performed by the Senior Typist-Clerk, a classification which performs skilled typing work and performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction. Therefore, we recommend reclassification to Senior Typist-Clerk. Due to the compensation provision associated with the Senior Typist-Clerk (eight-step salary range), these recommended changes constitute an upward reclassification.

DEPARTMENT OF HEALTH SERVICES – ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Programs Administrator, Health Services Item No. 4604A N23 S11 Non-Represented	Administrative Services Manager III Item No. 1004A NM 106B Non-Represented

The subject position reports to the Chief, Audit and Compliance, Health Services (S13), a classification commensurate to division level manager positions within the Department of Health Services (DHS). The position is assigned to the Audit and Compliance Division where it supervises the work of 26 positions through four (4) subordinate supervisors who conduct investigations throughout DHS to ensure compliance with County, State, and Federal regulations. Responsibilities include directing the review and evaluation of existing departmental policies, programs, organizations and systems related to financial management, compliance, and program audits. Duties also include developing policy recommendations to ensure proper internal controls to safeguard County assets as well as streamlining procedures for more effective and efficient organization.

The scope of the position's responsibilities meets the Administrative Services Manager III allocation criteria in that the position reports to a division level manager and is responsible for directing, through subordinate managers, a section which provides administrative services to a medium or large County department. Therefore, we recommend a lateral reclassification to Administrative Services Manager III.

DEPARTMENT OF HEALTH SERVICES – VALLEYCARE NETWORK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Physician Specialist (Megaflex) Item No. 5455A N42 D05 Represented	Chief Physician I Item No. 5457A N42 E08 Non-Represented

The subject position is assigned to Olive View/UCLA Medical Center and functions as the Chief, Department of Neurology and reports directly to a Medical Director II. It is immediately responsible for the work objectives of the Neurology Department, which is a medical division of the hospital, and for providing direct technical and administrative supervision to physician specialists, consulting specialists, a nurse practitioner, and support staff. Specific duties include preparing and controlling the division's budget, formulating overall policies and procedures, directing training for residents and interns, providing patient care, and reviewing care prescribed by staff.

By definition, positions allocated to Chief Physician I have immediate responsibility for directing a medical division in a County hospital. Therefore, we recommend upward reclassification.

DEPARTMENT OF MENTAL HEALTH

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Head Clinical Psychologist Item No. 8699A NM 103B Represented	Clinical Psychologist II Item No. 8697A N2M 99F Represented
1	Mental Health Psychiatrist Item No. 4735A N19 B01 Represented	Supervising Mental Health Psychiatrist Item No. 4737A N42 E15 Non-Represented

The subject Head Clinical Psychologist position reports to a Mental Health Clinical District Chief. The position's primary function is to perform a full range of psychological services within the Jail Mental Health Services, Women's Community Reintegration Services and Education Center Program. The assigned responsibilities are consistent with the classification standards of a Clinical Psychologist II, which provides the full range of professional psychological services relating to the diagnosis and treatment of psychiatric and co-occurring disorders. Therefore, we recommend downward reclassification to Clinical Psychologist II.

The subject Mental Health Psychiatrist position reports to a Mental Health Clinical District Chief and is assigned to the Harbor/UCLA Medical Center Outpatient Programs, Adult Systems of Care Services. The position provides direct client care as well as clinical and administrative supervision to clinic and support staff. Specific responsibilities include consulting with upper-level management regarding the administration, development, and implementation of the comprehensive programs within the Adult Systems of Care Services (i.e., resource allocation, medical and psychiatric issues, etc.); consulting with psychiatric residents concerning medication evaluation and management; and ensuring compliance with clinical guidelines and standards.

The growth of the Adult Systems of Care Services has increased the Mental Health Psychiatrist position's scope of responsibility. The duties and responsibilities assigned to this position meet the allocation standards of a Supervising Mental Health Psychiatrist, a classification which has full technical and supervisory responsibility for a small program or a unit within a larger program and ensures the proper selection and application of principles and methods of psychiatry and general medicine. Based on the expanded responsibilities, we recommend upward reclassification to Supervising Mental Health Psychiatrist.

DEPARTMENT OF PUBLIC HEALTH – PUBLIC HEALTH SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Assistant Program Specialist, Public Health Nurse Item No. 5233N N21 RN7 Represented	Public Health Nursing Supervisor Item No. 5236N N21 RN8 Represented

The subject positions report to a Nurse Manager and are assigned to the Nurse Family Partnership and Prenatal Care Guidance Programs (NFP/PCG) of the Maternal, Child, and Adolescent Health Programs. The positions provide direct supervision to a staff of Public Health Nurses (PHN) assigned to provide home visitation to NFP/PCG Program clients to promote the well-being of first-time mothers and their newborns. Duties also include managing each PHN's caseload, conducting quarterly field visits, preparing annual field supervision progress reports, reviewing performance reports for quality assurance and improvement purposes, and ensuring compliance with funding source requirements for the NFP/PCG Program.

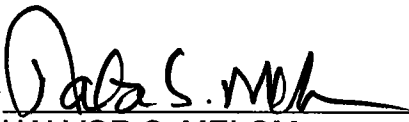
The aforementioned duties assigned to these positions meet the definition and allocation standards for the Public Health Nursing Supervisor, a classification which supervises nursing and other personnel who provide nursing services in homes and community health centers, and assists in the administration of the nursing service of a community health district. Therefore, we recommend upward reclassification of the positions to Public Health Nursing Supervisor.

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Amending Section 6.109.020 (Department of Public Works - Additional information); and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of the Chief Executive Officer, Fire, Health Services, Mental Health, and Public Health.

ANDREA SHERIDAN ORDIN
County Counsel

By: 
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Division

HSM:asv

Requested: 03-01-11
Revised: 04-11-11

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2373A</u>	<u>1</u>	<u>SUPPLY OFFICER I</u>

SECTION 2. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0815A	45 <u>14</u>	PROGRAM SPECIALIST I,CEO

SECTION 3. Section 6.76.010 (Fire Department – Executive Budget) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4138A	4	INTERMEDIATE CLERK

SECTION 4. Section 6.76.010 (Fire Department – Executive Budget) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2214A	42 <u>13</u>	INTERMEDIATE TYPIST-CLERK

SECTION 5. Section 6.76.011 (Fire Department – Administrative Budget) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2657A	4	DATA CONTROL CLERK

SECTION 6. Section 6.76.011 (Fire Department – Administrative Budget) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1138A	24 <u>22</u>	INTERMEDIATE CLERK

SECTION 7. Section 6.76.012 (Fire Department – Health hazardous materials Budget) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2673A	5	DATA CONVERSION EQUIP OPERATOR II

SECTION 8. Section 6.76.012 (Fire Department – Health hazardous materials Budget) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2216A	9 <u>14</u>	SENIOR TYPIST-CLERK

SECTION 9. Section 6.76.014 (Fire Department – Operations Budget) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2172A	4	INTERMEDIATE STENOGRAPHER

SECTION 10. Section 6.76.014 (Fire Department – Operations Budget) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2216A</u>	<u>1</u>	<u>SENIOR TYPIST-CLERK</u>

SECTION 11. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5233N	25	<u>23</u>	ASSISTANT PROGRAM SPECIALIST,PHN
5236N	5	<u>7</u>	PUBLIC HEALTH NURSING SUPERVISOR

SECTION 12. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1004A	46	<u>17</u>	ADMINISTRATIVE SERVICES MANAGER III
4604A	2	<u>1</u>	PROGRAMS ADMINISTRATOR,HEALTH SERVS

SECTION 13. Section 6.78.070 (Department of Health Services – San Fernando Valley cluster) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5457A	44	<u>12</u>	CHIEF PHYSICIAN I
5455A	487	<u>186</u>	PHYSICIAN SPECIALIST(MEGAFLEX)

SECTION 14. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8697A	268	<u>269</u>	CLINICAL PSYCHOLOGIST II
8699A	2	<u>1</u>	HEAD CLINICAL PSYCHOLOGIST
4735A	242	<u>211</u>	MENTAL HEALTH PSYCHIATRIST
4737A	25	<u>26</u>	SUPVG MENTAL HEALTH PSYCHIATRIST

SECTION 15. Section 6.109.020 (Department of Public Works – Additional Information) is hereby amended to read as follows:

6.109.020 Additional information.

...

K. License bonuses.

1. Notwithstanding any other provision of this code, ~~effective April 1, 2007,~~ persons assigned to the ~~Survey Division and Land Development or Survey/Mapping~~ and Property Division, in the classes of Principal Engineer (Item No. 3438) and ~~Assistant Deputy Director, Public Works (Item No. 3310)~~ who holds a valid California license as a land surveyor and registration as a civil engineer and who ~~are~~ is assigned to duties requiring the direction and review of work requiring the knowledge and skill which are both certified and characterized by licensure as a land surveyor shall be compensated at a rate two salary schedules higher than that provided in Section 6.28.050 of this code. Such rate or rates shall constitute a base rate.

2. Notwithstanding any other provision of this code, ~~effective April 1, 2007,~~ persons assigned to the Traffic and Lighting Division in the classes of Principal Engineer (Item No. 3438) and ~~Assistant Deputy Director, Public Works (Item No. 3310)~~ who holds a valid license as a registered traffic engineer and registration as a civil engineer and who are is assigned to duties requiring the direction and review of work requiring the knowledge and skill which are both certified and characterized by licensure as a registered traffic engineer shall be compensated at a rate one salary schedule higher than that provided in Section 6.28.050 of this code. Such rate or rates shall constitute a base rate.

SECTION 16. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[RECLASSMAY11KPCEO]